

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1327485
POSITION NO: 940189
CLASS CODE: 2207

Date Posted: 02/11/13
Closing Date: 02/25/13

POSITION TITLE: CRIMINAL INVESTIGATIONS SUPERVISOR
DEPARTMENT NAME: DPS/Department of Criminal Investigations
DEPARTMENT NO: 132 WORKSITE LOCATION: Crownpoint, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A
Days: Monday - Friday Permanent: ☒
Hours: 8:00am to 5:00pm Temporary: ☐ Duration: \$ 53,476.80 Per Annum
Part-Time: ☐ No. of Hrs./Wk. 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitor, plan, evaluate, and supervise the functions and operations of Crownpoint Criminal Investigations. Ensure compliance requirements of commissioned personnel are met regarding all applicable tribal, state, and federal requirements. Develop and implement departmental goals and objectives. Control and monitor documentation processing of information, evidence, and administrative functions. Actively seek methods to improve the department. Evaluate and monitor work load of administrative support staff and department supervisors of Criminal Investigations. Establish budget priorities and prepare budgets on an annual basis. Participate in budget negotiations and contract modifications. Monitor and actively assist in the recruitment of qualified personnel. Testify at congressional, state, and tribal legislative hearings. Serve on task forces, boards, and/or committees to benefit the department and division. Actively seek additional funding through grants and proposals. Review/evaluate documents processed through the department.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Criminal Justice or related field; and

Experience:

Five (5) years responsible police experience, three (3) years of which must have been in criminal investigations and two (2) years of which must have been in a supervisory capacity. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).***

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of modern law enforcement and criminal investigations methods; of supervisory and managerial principles and practices; of departmental rules, regulations, policies and procedures, and applicable tribal, federal, state, and local laws and ordinances; of the Navajo culture and traditions; of the standards by which the quality of criminal investigative services are evaluated; and of budget and grant preparation and fiscal management. Skill in planning, organizing, and directing the work of employees performing varied operations connected with criminal investigative/law enforcement activities; in analyzing problems and identifying alternative solutions, projecting proposed actions, and implementing recommendations in support of goals; in verbal and written communication; in working with other law enforcement personnel in addressing community problems in an efficient manner; in understanding and interpreting complex laws, rules, regulations, policies, and guidelines; in analyzing situations quickly and objectively to determine proper course of action; in being calm during emergencies; and in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess current Arizona or New Mexico Peace Officer Standards and Training (POST) certification and a valid state driver's license. Successful completion of Federal Law Enforcement Training - Basic Criminal Investigator Training. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit. Within one (1) year of date of hire must obtain Special Law Enforcement Commission. Must successfully pass a background investigations prior to appointment. Must complete additional approved supervisory and management training within one (1) year of appointment. Additional certification/training may be required. Must never have been convicted of a felony or domestic violence or a domestic violence related charge and must not have been convicted of a misdemeanor within the past three (3) years.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99